

# Instructions for the Evaluation of Foreign Academic Credentials for students of the

## **American Language Academy**

who are applying for admission to U.S. colleges or universities

### **For Freshman Students** - those who are seeking admission as first year students

1. Fill out the "Application for Academic Evaluation" found on the following page. Be sure to fill it out completely - requesting a "Course Report" (cost is \$135.00 for high school only) and the appropriate number of "Extra Copies" (cost is \$10.00 each). We will send one report with the initial evaluation fee, and then any requested extra copies to the remaining schools indicated on the application.
2. Mail to IEE, Inc. the application, original transcripts, marks sheets, end of grade or end of secondary school examination certificates along with payment. If you would like the originals sent back to you please include a note saying "Please return original documents" and order the "Priority Mail" shipping option if you would like a tracking number.
3. If you do not have original documents you should fill out the "Request for Academic Records" and send it to the appropriate institution. We will keep your application on file until we receive the official certified copies from the institution.
4. If your documents are in a language other than English you must;
  - a. Provide a certified English translation of your documents (must be performed by a legal company - certified to do translations) or;
  - b. Indicate on the application that you would like IEE, Inc. to perform the translation. You will receive the official translation with your original IEE, Inc. academic evaluation.
5. If IEE, Inc. needs additional documentation you will be contacted by phone or the email address given on the application.

### **For Transfer Students** - those with post-secondary credits to transfer

1. Fill out the "Application for Academic Evaluation " found on the following page. Be sure to fill it out completely - requesting a "Course Report" (cost is \$165.00 for post-secondary education) and the appropriate number of "Extra Copies" (cost is \$10.00 each). We will send one report with the initial evaluation fee, and then any requested extra copies to the remaining schools indicated on the application.
2. Mail to IEE, Inc. the application, and original transcripts or marks sheets for high school. Fill out the "Request for Academic Records" form and send it to all post-secondary institution(s) you have attended. We will keep your application on file until we receive the certified copies from the institution(s).
3. If you would like the high school originals sent back to you please include a note saying "Please return original documents" and order the "Priority Mail" shipping option if you would like a tracking number
4. If your documents are in a language other than English you must;
  - a. Provide a certified English translation of your documents (must be performed by a legal company - certified to do translations) or;
  - b. Indicate on the application that you would like IEE, Inc. to perform the translation. You will receive the official translation with your original IEE, Inc. academic evaluation.
5. If IEE, Inc. needs additional documentation you will be contacted by phone or the email address on the application.

### **For Graduate Students** - those with a first degree (three or more years) from a non-US post-secondary institution.

1. Fill out the "Application for Academic Evaluation " found on the following page. Be sure to fill it out completely - requesting a "Course Report" (cost is \$165.00 for post-secondary education) and the appropriate number of "Extra Copies" (cost is \$10.00 each). We will send one report with the initial evaluation fee, and then any requested extra copies to the remaining schools indicated on the application.
2. Mail to IEE, Inc. the application, photo copies of all diplomas or graduation certificates, and payment.
3. Fill out the "Request for Academic Records" form and send it to all post-secondary institution(s) you have attended. We will keep your application on file until we receive the certified copies from the institution(s).
4. If your documents are in a language other than English you must;
  - a. Provide a certified English translation of your documents (must be performed by a legal translation company - certified to do translations) or;
  - b. Indicate on the application that you would like IEE, Inc. to perform the translation. You will receive the official translation with your original IEE, Inc. academic evaluation.
5. If IEE, Inc. needs additional documentation you will be contacted by phone or the email address on the application.



**INTERNATIONAL EDUCATION  
EVALUATIONS, INC.**

7900 Matthews-Mint Hill Rd., Suite 300  
Charlotte, NC 28227  
Phone: (704) 772-0109 Fax: (704) 545-2484  
www.foreigntranscripts.com


**IEE use only**

**APPLICATION FOR ACADEMIC EVALUATION**

**APPLICANT INFORMATION**

Full Name (as you wish it to appear on evaluation):

Family/Last                      Given/First                      Second/Middle                      Maiden or Unmarried Name  
Other names that appear on your documents:

Date of Birth:                      Email:

Daytime Phone:                      Other Phone:

Mailing address:                      **Apt. #**

City:                      State/Province:                      ZIP Code:

Country of birth:                      Country of citizenship:                      Gender:

*Put a check by each school that you would like an evaluation to be sent to, then order the appropriate number of extra copies under "Evaluation Services" on page 2.*

North Carolina A&T State University	Guilford College	Salem College
Appalachian State University	High Point University	SUNY Cobleskill
Other		

**Please select and describe the purpose of your evaluation (select all that apply): (REQUIRED)**

Immigration                      Employment                      Military enlistment  
Further Education - Intended Major: \_\_\_\_\_  
Teacher Licensure (state) \_\_\_\_\_                      Other: \_\_\_\_\_

**Any special instructions/needs for your evaluation?**

**Have you had an evaluation completed by IEE, Inc. before?**  
If yes, please supply the following information, if known:  
Date (at least the year):                      Reference Number:  
Country:                      Name at the time the evaluation was completed:

**EDUCATIONAL HISTORY**  
(Please attach additional page to list education if needed)

*Please list all educational institutions/schools that you have attended, including secondary/high school*

Name of school	Country	Year Entered	Year Finished	Exact name of diploma, degree, or title received

**Please explain any lapses in education:**

**DOCUMENTATION TO BE SUBMITTED**  
(Please indicate how you will be submitting your documents for evaluation)

I am mailing academic documents to IEE, Inc.  
I am emailing .pdf scans of documents to IEE, Inc.  
I *will request* documents to be sent to IEE, Inc. **directly** from my institution(s).  
(Please use Request for Academic Records form)  
I *have requested* documents to be sent to IEE, Inc. **directly** from my institution(s).  
Date requested: \_\_\_\_\_  
**No transcript received directly from the issuing institution will be returned to the student.**

## APPLICATION FOR ACADEMIC EVALUATION

### TRANSLATION SERVICES (if needed)

**Are your documents already in English?**

- *NOTE: Translations done in the United States must be by a Certified Translator. Translations done by a Notary Public or individual are not accepted (unless either is a Certified Translator, as well)*

**If not, please indicate how you will be providing us certified translations:**

I will have my documents translated by a Certified Translator and submit them to IEE, Inc. as soon as they are ready

I will have IEE, Inc. translate my documents. *Please write on the lines below which pages, in specific, need to be translated and what the original language is (e.g., Spanish, Arabic, Romanian, etc.)*

\_\_\_\_\_

**IEE Translation Rates:**

1-2 pages:	\$60 per page + \$15 set-up fee	_____ pages x \$60 + \$15 = \$_____
3-5 pages:	\$50 per page + no set-up fee	_____ pages x \$50 = \$_____
6+ pages:	\$45 per page + no set-up fee	_____ pages x \$45 + \$_____

### EVALUATION / TRANSLATION SERVICES

*Please check the services you wish to purchase.*

*Not sure which evaluation you need? Please see page 3 of this application for an explanation of the two reports.*

Primary Services

Document Report Evaluation - \$80  
 Course Report Evaluation (High School/Secondary Only) - \$135  
 Course Report Evaluation (College/University/Post-Secondary) - \$165  
 Add final year to previous evaluation (H.S. only) - \$50  
 Translation – Total from above section: \$\_\_\_\_\_

Additional Services

Extra Copy w/ initial order - \$10 each  
 Quantity: \_\_\_\_\_ x \$10 Total: \$\_\_\_\_\_

Emailed Copy - \$20  
 Faxed copy - \$5

Shipping Options - Domestic

In-office pick up - no cost  
 Standard Mail - \$3 (per address) \_\_\_\_\_ x \$3 = \_\_\_\_\_  
 USPS Priority Mail - \$10 (per address) \_\_\_\_\_ x \$10 = \_\_\_\_\_  
 USPS Express Mail - \$30 (per address) \_\_\_\_\_ x \$30 = \_\_\_\_\_  
 Fed Ex Overnight - \$45 (per address) \_\_\_\_\_ x \$45 = \_\_\_\_\_

Expedited Services

Same Day Service (in by 11am) - \$200  
 Special Service (1-2 business days) - \$100  
 Rush Service (5 business days) - \$50

\* The standard time for evaluation is 2 weeks. If you need it sooner than that, please select one of the expedited services.  
 \* All expedited fees are **in addition** to the price of the evaluation

Shipping Options - International

Express (Fed Ex or DHL) - \$120 \_\_\_\_\_ x \$120 = \_\_\_\_\_

\* If more than one shipping option is chosen, please indicate the method of shipping next to the appropriate address listed on page 1.

**TOTAL AMOUNT**     \$\_\_\_\_\_

### PAYMENT INFORMATION

Method of payment:     Money Order                      Cash                      Credit/Debit Card - Supply information below (V, MC, AmEx, Discover)  
 Credit/Debit Card Online - if you wish to use your credit card to pay online, please submit the application, select which services you need on our website, and check out online. **If you cannot process your payment online, please call our office.**

Credit Card Number:	Exp. Date:	Security Code:
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Signature of Card Holder:	Billing ZIP Code:
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Card Holder's Name Printed: \_\_\_\_\_

**\*\*\* We do not accept personal checks\*\*\***

### CERTIFICATION

I certify that I have read the instructions and that I agree to the conditions and terms therein stated; that all of the information provided is accurate to the best of my knowledge; that International Education Evaluations' report is advisory only and is not binding on any agency or institution that may use it. I release International Education Evaluations for any damages resulting from the use of this evaluation report. I understand that IEE, Inc. evaluations may not be accepted by all academic or certification institutions.

Signature of applicant:	Date:
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Name printed: \_\_\_\_\_

**PLEASE SUBMIT THIS APPLICATION TO US BY ONE OF THE FOLLOWING METHODS:**

- 1) PRINT APPLICATION AND MAIL TO OUR PHYSICAL ADDRESS
  - International Education Evaluations, Inc.  
7900 Matthews-Mint Hill Rd., Suite 300  
Charlotte, NC 28227
- 2) PRINT APPLICATION AND EMAIL TO OUR EMAIL ADDRESS
  - [admin@foreigntranscripts.com](mailto:admin@foreigntranscripts.com)
- 3) SAVE COMPLETED APPLICATION (.PDF) AND EMAIL TO OUR EMAIL ADDRESS
  - **\*Attention: This option only possible for those using Adobe Acrobat X or higher.**
  - **If you do not have this program or receive any error please use methods 1 or 2\***
  - [admin@foreigntranscripts.com](mailto:admin@foreigntranscripts.com)

**YOU MAY SUBMIT PAYMENT FOR THE EVALUATION BY ONE OF THE FOLLOWING METHODS:**

- 1) SEND A MONEY ORDER IN THE MAIL
  - 2) PAY CASH (IN OFFICE)
  - 3) INCLUDE CREDIT CARD INFORMATION ON THE APPLICATION ABOVE
- OR*
- 4) ONLINE
    - GO TO THE "FEES" PAGE OF OUR WEBSITE **AFTER** SUBMITTING THE APPLICATION AND PURCHASE THE APPROPRIATE SERVICES

**Final Checklist for Evaluation:**

- Application submitted
- Academic records submitted
- Translations submitted (if applicable)
- Payment submitted

If you have any questions, please call us at: (704) 772-0109 or email us at: [admin@foreigntranscripts.com](mailto:admin@foreigntranscripts.com)

**THE DOCUMENT REPORT AND THE COURSE REPORT****We offer two basic types of educational evaluations:****\* Document Report**

- The Document Report will give the U.S. equivalent for each academic credential you submit to us (e.g. high school diploma, Bachelor's degree, transcript, etc.) It will notate how long you studied and give a short description of your program and its requirements.
- The Document Report is often used for employment, immigration, and education situations, where **transfer credit and a Grade Point Average (GPA) are not required.**
- The basic fee for the Document Report is \$80.

**\* Course Report**

- The Course Report will give the same information as the Document Report - it will indicate the U.S. equivalent for each academic credential you submit to us (e.g. high school diploma, Bachelor's degree, transcript, etc.) *In addition*, it will contain a section that lists each course on every transcript submitted, assign each course a U.S. equivalent grade and credit hours, and give the Grade Point Average (GPA).
- The Course Report is often used for employment, immigration, and education situations, where **individual courses, transfer credit, and/or a Grade Point Average (GPA) are relevant or required.**
- The basic fee for the Course Report is \$135/\$165.

**\* Which report do I need?**

- The main difference between a Document Report and a Course Report is that the Document Report **will not** list individual courses, credits, or GPA; the Course Report **will**.
- For more information on what types of evaluations are often required in specific cases, please see the links on the right-hand side of the screen.
- Ultimately, it is the responsibility of the individual client to know what the institution (school, employer, or other) who is accepting the evaluation will want to see on the evaluation.



# Request for Academic Records

**Note to Applicant:** It is the responsibility of individual applicants to have their academic records forwarded to IEE, Inc. Please complete the top part of this form and submit it to the registrar/controller of examinations/or other authorized official at the academic institution where you obtained your credential(s). Print additional copies of this form if necessary. *Please note that some institutions may charge a fee for this service.*

Last / Family Name		First / Given Name	
Previous Name (if applicable)		Date of Birth (dd/mm/yyyy)	
Institution Name		Dates Attended From: (mm/yyyy) To: (mm/yyyy)	
Degree Name (if applicable)	Year of Award (if applicable)	Major	
Student ID or Roll Number (if applicable)		Applicant's Email Address	

**I hereby authorized the release of my academic records to International Education Evaluations, Inc.**

**Applicants Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Note to Authorized Official:** The above-named person seeks to have his/her credentials evaluated and requests that a transcript of his/her academic records/statement of marks - showing all subjects completed and all grades/marks awarded for all years of study - be released to **International Education Evaluations, Inc.** Please complete this form, place the form and academic record in an envelope, sign and seal the envelope across the back flap, and send it directly to **International Education Evaluations, Inc.** at the address below.

Name of Official Completing Form		Title	
Address		URL www.	
City	Country	Postal Code	
Telephone	Fax	Email	

**Confirmation:** I confirm that the student named above attended \_\_\_\_\_  
Institution Name

**Dates of Attendance:** From \_\_\_\_\_ To: \_\_\_\_\_  
Month/Year Month/Year

**Degree Obtained** (if applicable): \_\_\_\_\_ **Date Awarded:** \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature and Seal** **Date**

**Please mail all correspondence to:**  
International Education Evaluations Inc.  
7900 Matthews - Mint Hill Rd, Suite 300  
Charlotte, NC 28227-6566  
USA

**For electronic correspondence:**  
admin@foreigntranscripts.com

**\*\*Please return this form together with the official academic records/statement of marks\*\***